

**Green County
Job Description**

Job Title: FISCAL CLERK II
Department: TREASURER'S OFFICE
Reports To: TREASURER
Grade: 12
Status: Full-time
FLSA Status: Nonexempt/Courthouse Pay Group
Prepared By: Green County Clerk's Office/Treasurer's Office
Prepared Date: November, 2014
Approved By: Personnel and Labor Relations Committee
Approved Date: November 25, 2014

SUMMARY

The fiscal clerk primarily performs administrative accounting duties pertaining to the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assist in the receiving and receipting of tax payments and deposits from all County Departments.
- Assist with general inquiries whether in person; telephone or electronically in a professional and courteous manner.
- Responsible for the reconciling of the accounts payable statement to the general ledger.
- Assist in the preparing monthly and quarterly reports.
- Prepare daily report for daily bank deposit and reconciliation.
- Assist with the monthly audit process.
- Assist as needed in the preparation and maintenance of the assessment and tax roll information.
- Ability to take direction from supervisor in prioritizing work.
- Ability to work under stressful situations involving deadlines; time limits and upset taxpayer.
- And such duties and responsibilities as assigned from time to time.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High School Diploma or GED and Associate degree or equivalent from a two-year college or technical school, or two years related experience and/or training, or the equivalent combination of education and experience. Advanced knowledge in Microsoft Office software and accounting skills are required. Above average computer skills required.

LANGUAGE SKILLS

Ability to read, analyze and interpret general procedures or governmental regulations. Ability to comprehend simple instructions, short correspondence and memos. Ability to effectively present information and respond to questions from public, administrative staff and/or county departments.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out written, oral, or diagram, instructions.
Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Mandatory requirements include: U.S. citizen.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with their hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is normally inside in an office environment. The noise level in the work environment is usually low to moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date